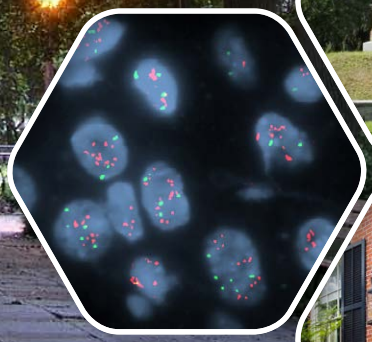
AGT

THE ORGANIZATION FOR CYTOGENETIC & MOLECULAR PROFESSIONALS

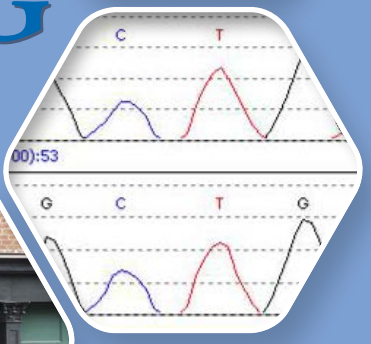


# 40th ANNUAL MEETING

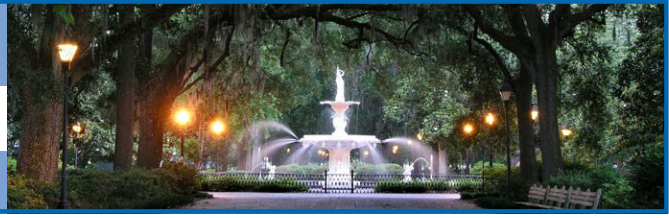
## *Savannah, Georgia*

June 4-6, 2015

Hyatt Regency Savannah



Marketing Prospectus



## June 4-6, 2015
## Hyatt Regency Savannah
## Two West Bay St.
## Savannah, GA 31401
## 912-238-1234

Click here to reserve your room online.

For Additional Reservation help, please call: 1-800-866-9432

AGT invites you to participate in its 40th Annual Meeting, June 4-6, 2015.

AGT is an international membership association with more than 1,300 members who are technologists, supervisors, directors and students in the areas of cytogenetics and molecular and biochemical genetics.

This prospectus includes information and order forms for:

- Meeting Support/Sponsorship
- Exhibit Space
- Advertising – Final Program
- Affiliate Group Event Space
- Job Fair

The AGT Annual Meeting provides a forum for continuing education. Participants are exposed to a wide variety of topics through attendance at scientific sessions as well as pre-conference and in-depth workshops. To compliment the educational content, the Annual Meeting also serves as a venue for participants to meet with vendors to learn about the latest advances in laboratory equipment, methodology and services in genetics. To increase exposure for our vendors, the Exhibit Hall will only be open for the designated hours, driving attendees to the Exhibit Hall. All dedicated Exhibit Hall hours will be in conjunction with food and beverage events. Exhibit Hall hours include the Welcome Reception on Thursday, June 4, from 5:00 p.m. – 7:00 p.m. and refreshment breaks on Friday, June 5, and Saturday, June 6.

***Please note: Early dismantling for any reason including travel schedules is strictly prohibited. Exhibitors will be fined and invoiced $250 for dismantling any part of their booth prior to teardown time.***

## Important Dates

**Friday, February 20, 2015**
- **Exhibit Early Bird Reservation Due Date**

**Friday, April 3, 2015**
- **Advertising and Meeting Support Due Date**
- **All 50-word descriptions, logos and advertising copy due to be guaranteed in final meeting materials**
- **Affiliate Group Event Reservation Due Date**

**Friday, April 24, 2015**
- **Exhibit Reservation Due Date – Late Deadline**
- **Job Fair Due Date**

**Monday, May 4, 2015**
- **Hotel Room Reservation Cut-off**

**Friday, May 8, 2015**
- **Exhibit Booth Representative Forms Due**

**Thursday, June 4, 2015**
- **12:00 p.m. – 4:00 p.m. Set-Up**
- **5:00 p.m. – 7:00 p.m. Exhibit Hall Open**

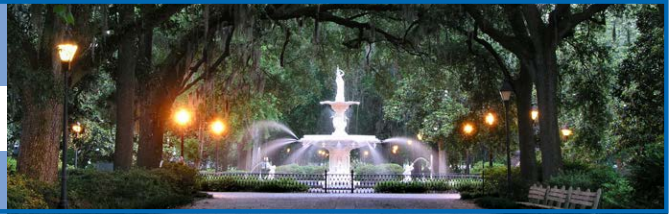
**Friday, June 5, 2015**
- **9:00 a.m. – 4:00 p.m. Exhibit Hall Open**

**Saturday, June 6, 2015**
- **9:00 a.m. – 11:30 a.m. Exhibit Hall Open**
- **11:30 a.m. – 1:30 p.m. Exhibit Hall Tear-Down***
- **1:30 p.m. All dismantling completed**

THIS SCHEDULE IS SUBJECT TO CHANGE

Savannah photo courtesy of Savannah Convention & Visitors Bureau

*AGT offers several ways to increase your organization's visibility to meeting attendees. AGT Annual Meeting support, advertising and exhibiting continue to be the best value for marketing opportunities in the industry. These opportunities are outlined here for your review. Using any or all of them will help better connect your company's products or services to our meeting attendees.*



# Meeting Support

Support of an AGT event is the most effective way to show your potential/current customers that you support AGT. AGT offers many different levels of support and because registrations, advertising and various levels of recognition are included as part of the fee, sponsorship remains the best "bang for the buck" available. See page 4 for opportunities and further information.

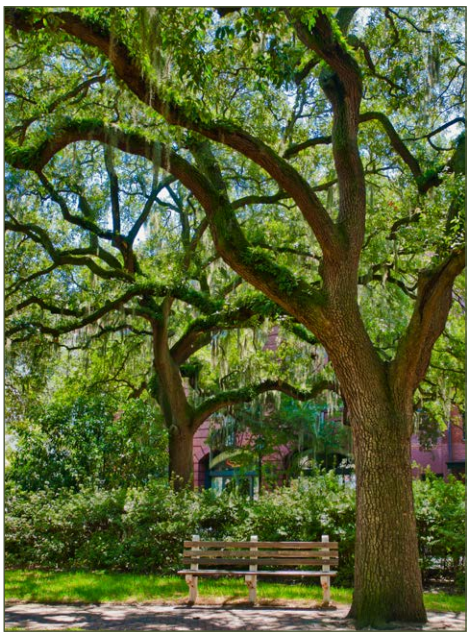
| | Gold Level ($10,000 or more) | Silver Level ($5,000 – $9,500) | Bronze Level ($1,000 – $4,500) |
|---|---|---|---|
| Complimentary half-page, black and white advertisement in the Annual Meeting Final Program | | | ✔ |
| Complimentary full-page, black and white advertisement in the Annual Meeting Final Program | ✔ | ✔ | |
| Complimentary half-page, black and white advertisement in the Third Quarter 2015 issue of the *Journal of the Association of Genetic Technologists* | | | ✔ |
| Complimentary full-page, black and white advertisement in the Third Quarter 2015 issue of the *Journal of the Association of Genetic Technologists* | ✔ | ✔ | |
| Complimentary 6-month banner advertisement on the AGT website | ✔ | | |
| Complimentary, exclusive Gold booth space with complimentary table and two chairs | ✔ | | |
| Signage at the meeting acknowledging your support | ✔ | ✔ | ✔ |
| Acknowledgement of your support in the Annual Meeting Final Program | ✔ | ✔ | ✔ |
| Recognition as an Annual Meeting Sponsor in the *Journal of the Association of Genetic Technologists* | ✔ | ✔ | ✔ |

## Exhibiting at the AGT Annual Meeting

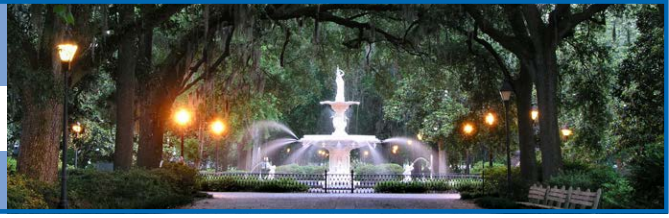
The exhibit area will be located near the scientific sessions for high visibility. We attempt to locate refreshment breaks in or near the exhibit area to promote traffic, depending on space.

**Exhibit Booth** – Your exhibit booth fee includes two exhibit-hall-only booth representative badges, which includes all events held within the exhibit hall and one ticket to the Awards Dinner. These badges do not include meeting registrations. Exhibit booth representatives must register as full meeting or single-day registrants at the prevailing rates in order to receive contact hours. Each booth also receives the AGT-discounted sleeping room rate (based on availability at the time of booking) and security during the hours the exhibit hall is closed. The exhibit space is a 10'×10' area for you to display and/or demonstrate your company's products and services. Pipe and drape will be provided.

**Additional Booth Representatives** – Additional booth representative badges can be purchased for $75 each and include access to the exhibit hall and AGT meals held in the exhibit hall during exhibit days. A Booth Representative Form will be provided to you approximately 6-8 weeks prior to the meeting for you to register your specific booth representatives and pay for any additional representatives.



Savannah photo courtesy of Savannah Convention & Visitors Bureau



## Sponsorship/Support Opportunities

Below is a detailed list of the meeting support opportunities for the 40th Annual Meeting. Support is accepted on a first-come, first-serve basis. AGT will attempt to meet your request; however, we cannot guarantee availability. If you are interested in partial support of one of these options or in supporting an option not listed, please contact Christie Ross, AGT's Executive Director, at 913-895-4776 or cross@goAMP.com. We appreciate your support of the 40th Annual Meeting and AGT!

### Gold Level ($10,000 – $15,000)

**G1** Welcome Reception – $15,000
(partial sponsorship also available)

**G2** *Luncheon – $10,000

### Silver Level ($5,000 – $9,500)

**S1** Water bottles with your company logo – $6,000

**S2** Tote bags with your company logo – $5,000

**S3** *Continental Breakfast – $5,000 per day

**S4** Hotel Key Cards with your company logo – $5,000

**S5** Lanyards with your company logo – $5,000

**S6** Meeting "app" – $5,000

### Bronze Level (under $5,000)

**B1** *Refreshment Break – $3,000

**B2** Notepads with your company logo – $3,500

**B3** Scientific/Workshop session speaker – $2,000

**B4** – Pens with your company logo – $1,500

*AGT will contact you to select the day of your breakfast, luncheon or day/time of your break. Please contact the AGT Executive Office for menu selections and cost of additional items if so desired.

**Please submit your company logo in EPS format (preferred) and a 300 dpi JPG or TIF file to AGT-info@goAMP.com by April 3, 2015.**

## Advertising in the Final Program

The AGT Final Program is distributed to all individuals registered for the meeting. This guide includes meeting timetables, exhibit descriptions and other essential information.

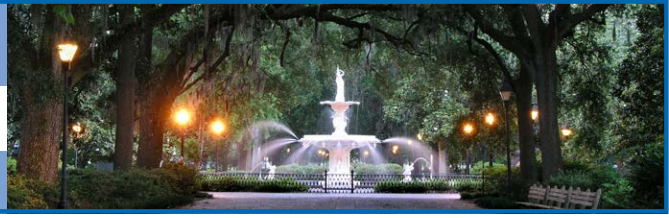
Half-page and full-page ad placement in the AGT Final Program is available. Detailed information is provided on page 12. Please contact the AGT Executive Office at 913-895-4605 or email AGT-info@goAMP.com.

The Final Program is a spiral-bound, 5½"×8½" booklet with a glossy cover and non-glossy text pages. Full-page ads are $800 and half-page ads are $500. Ads will be printed in grayscale and must be provided in a press-quality PDF file to AGT-info@goAMP.com by April 3, 2015.

## PRE- OR POST-MEETING MAILING LISTS

**One-time use Electronic Mailing List – $250 Each (email addresses not included)**

**Post-Meeting Lists will be emailed after June 19, 2015**



# Annual Meeting Support

**STEP ONE: Contact Information** Please type or print legibly and complete all information below. Information will be included in materials distributed to registrants on-site.

Company Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

Website Address: _____

## STEP TWO: Meeting Support Level

Level of Support: ☐ Gold ☐ Silver ☐ Bronze

Number of the activity/item you wish to support (see page 4):
Item/Activity #:_____ **Amount: $_____**

## STEP THREE: Exhibit Space

In order to purchase an exhibit space you must complete the Exhibit Application Form on page 8 and submit the appropriate fees.

## STEP FOUR: One-time use Meeting Mailing Labels *($250 Each)*

☐ Pre-Meeting List

☐ Post-Meeting List

## STEP FIVE: Total Fees

Total Meeting Support (step 2) Amount: $_____

Total Meeting Labels (step 4) Amount: $_____

TOTAL PAYMENT ENCLOSED Amount: $_____

## STEP SIX: Method of Payment

All funds MUST be submitted on a U.S. bank in U.S. funds. AGT does not accept purchase orders or invoice for services.
**AGT Tax ID 94-2668057**

☐ Check made payable to AGT – check #_____

Charge payment to the following credit card:

☐ American Express ☐ VISA ☐ MasterCard ☐ Discover

_____
Credit Card Number Expiration Date

_____
Name as it appears on Card:

_____
Signature Date

## STEP SEVEN: Send in Your Annual Meeting Support

**Fax:** Fax completed application form and credit card payment information to: 913-895-4652.

**Mail:** Mail completed application form and appropriate fees to:

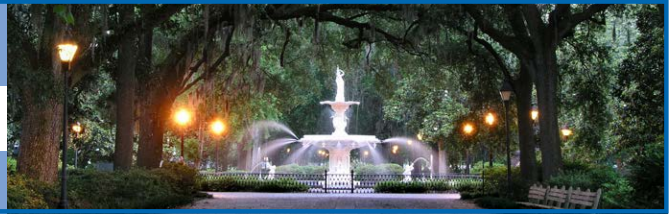
AGT Executive Office
P.O. Box 19193
Lenexa, KS 66285

**Courier service only:**
AGT Executive Office
18000 W. 105th St.
Olathe, KS 66061

*Please DO NOT mail AND fax your forms.*

**April 3, 2015:**

- Deadline to submit meeting support & advertising application
- Deadline to submit print- or press-quality artwork
- Deadline to submit company logo and 50-word description



# Exhibit Opportunities

## EXHIBIT BOOTH PRICES:

| Type | Early Bird (Feb. 20) | Late (April 24) | Additional Fee (May 2-show) |
|---|---|---|---|
| Preferred | $1,600 | $1,850 | Late Rate + $200 |
| Regular | $1,400 | $1,750 | Late Rate + $200 |
| Additional Representatives | $75 each | | |

| | |
|---|---|
| BOOTH SIZE | 10'×10' |
| PREFERRED BOOTH | $1,600/$1,850 |
| STANDARD BOOTH | $1,400/$1,750 |
| ADDITIONAL REPRESENTATIVES | $75 each |
| OFFICIAL SERVICE CONTRACTOR | Viper Tradeshow Services 816-587-1882 |
| BOOTH EARLY BIRD DEADLINE | Friday, Feb. 20, 2015 |
| ADS, LOGOS AND DESCRIPTIONS DEADLINE | Monday, April 3, 2015 |
| BOOTH LATE DEADLINE | Friday, April 24, 2015 |
| PAST DEADLINE FEE | Tuesday, May 2 – show, $200 late fee in addition to late rate |

**SET-UP/TEAR DOWN** – Without exception, exhibitors must follow the set-up and teardown times indicated in AGT plans and correspondence. Exhibitors must have their booths set and ready by the times indicated in booth confirmation letters. If exhibitors have not checked in 30 minutes prior to close of setup and begun to set up their booth, setup labor will be forced at prevailing labor rates. Exhibitors may not dismantle any part of their booths earlier than the expressed dismantle time. Exhibitors who make earlier flight plans must arrange for another party to dismantle their booth. There are NO EXCEPTIONS to this policy. A $250 penalty for early dismantling will be assessed and invoiced.

**INCLUSIONS** – Each 10'×10' booth includes pipe, drape and a one-line identification sign. All other materials, including electricity, booth furnishings and freight handling, must be ordered through Viper Tradeshow Services, the official service contractor for the Annual Meeting. Not-for-profit exhibit booths may be located outside the exhibit hall. All locations will be carpeted. Exhibit booth pipe and drape will be blue and black.

**BOOTH SPACE** – Gold level sponsor booth space is indicated on the Exhibit Floor Plan with the symbol (G); other preferred booth space is indicated by the symbol (P). These symbols indicate booth space that is preferable because of its location. These locations are expected to have high exhibit traffic due to the placement of continental breakfasts and refreshment breaks nearby. Please note that booth assignments will not be made until after February 20, 2015, with meeting supporters receiving first priority – then on a first-come, first-serve basis.

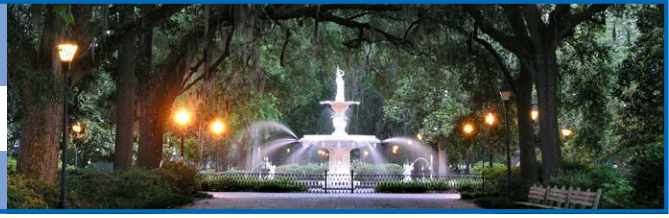
Those organizations applying for not-for-profit booth space are required to submit an IRS verification letter of their not-for-profit status.

**EXHIBIT BOOTH BINGO** – Prize drawings will be held during the Awards Dinner on Saturday, June 6, from 7:00 p.m. – 10:00 p.m. using the completed bingo cards turned in by attendees. If your company is interested in 1) participating in Exhibitor Booth Bingo, or 2) donating a prize, please note it on the "Exhibitor Application" along with a description of the prize. Your company name will be announced along with the prize. If you would like to present the prize, please note who will represent your company. Prizes should be delivered to the AGT Registration Desk by noon on Saturday. Note: Providing a prize is voluntary and not required to participate in bingo.

**EXHIBIT APPLICATION DUE DATE** – The early bird due date to reserve exhibit booth space is February 20, 2015, which includes a $250 discount. Late booth registration deadline is April 24, 2015. After this date, exhibit applications will be accepted based on space availability. There will also be a late fee of $200 charged in addition to the late-rate booth price. All descriptions and logos submitted after Friday, April 3, 2015, are NOT guaranteed to be included in show signage or the Final Program.

**OFFICIAL SERVICE CONTRACTOR** – Viper Tradeshow Services is the official service contractor for the 2015 AGT Annual Meeting. Once you receive your booth application confirmation, the information will be forwarded to Viper Tradeshow Services and an exhibitor packet will be sent to you. Booths will not be assigned until after February 20, 2015. All booth assignment numbers will automatically be sent to Viper and will be updated in their system. You do not need to update Viper with your booth number should you receive it after décor is ordered.

All shipments are to be sent through Viper Tradeshow Services. **ABSOLUTELY NO SHIPMENTS SHOULD BE SENT DIRECTLY TO THE HOTEL. IF YOU SEND YOUR MATERIALS DIRECTLY TO THE HOTEL, THIS COST WILL BE ADDED TO YOUR BILLING BY VIPER TRADESHOW SERVICES**. Contact Belinda Schlueter, Show Coordinator, at Viper Tradeshow Services, at 816-587-1882 or Belinda@vipertradeshow.com.



# Exhibit Hours and Floor Plan

**Thursday, June 4, 2015**

Exhibit Hall Set-Up:
12:00 p.m. – 4:00 p.m.

Welcome Reception:
5:00 p.m. – 7:00 p.m.

**Friday, June 5, 2015**

Exhibits Open:
9:00 a.m. – 4:00 p.m.

Dedicated Exhibit Hours:
9:50 a.m. – 10:20 a.m.
3:20 p.m. – 4:00 p.m.

**Saturday, June 6, 2015**

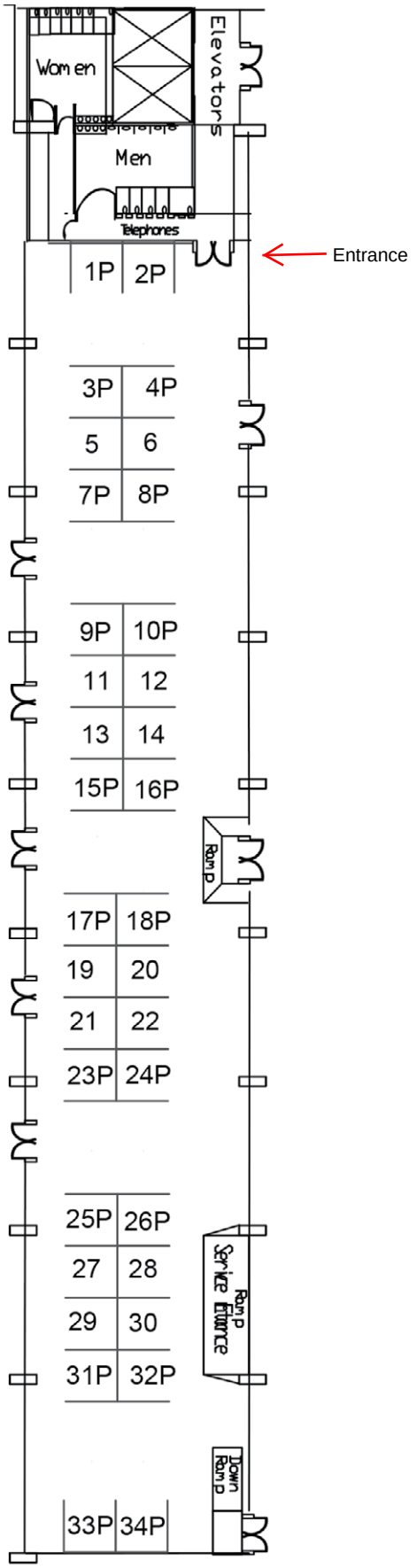
Exhibits Open:
9:00 a.m. – 11:30 a.m.

Dedicated Exhibit Hours:
10:40 a.m. – 11:20 a.m.

Move-Out:
11:30 a.m. – 1:30 p.m.

THIS SCHEDULE IS SUBJECT TO CHANGE.

Savannah photo courtesy of
Savannah Convention & Visitors Bureau



# AGT Exhibitor Application



**STEP ONE: Contact Information** Please print legibly and complete all information below for use in the publications distributed on-site.

Company Name: _____

Address: _____

City, State, Zip: _____ General Phone: _____

General Email: _____ Website Address: _____

Contact Name: _____

Contact Direct Phone: _____ Contact Direct Email: _____

## STEP TWO: Special Needs (Dietary/Accessibility)

If you require assistance while attending this event, please call the AGT Executive Office at 913-895-4605.

## STEP THREE: Logos and Advertising

Email your company logo to AGT-info@goAMP.com. Please include a high-res, 300 dpi .jpg logo. Sponsors, please send logos in both .jpg and .eps file formats. Logos and Final Program advertising copy are due no later than April 3, 2015, in order to be guaranteed for use on show signage and/or in the Final Program.

## STEP FOUR: Exhibit Space Selection

AGT will make its best effort to accommodate your request. Booths will not be assigned until after February 20, 2015.

_____# 10'×10' preferred (P) booth(s) @ $1,600 early bird/$1,850 each

_____# 10×10' booth(s) @ $1,400 early bird/$1,750 each

☐ $200 Late Registration Fee for applications received after April 24, 2015

1st Choice: _____ 2nd Choice: _____ 3rd Choice _____

4th Choice: _____ 5th Choice: _____

List any exhibitors you DO NOT wish to be near: _____

_____

## STEP FIVE: Exhibitor Booth Bingo

☐ No, do NOT include us in Exhibit Booth Bingo.

☐ Yes, we would like to provide a prize (to be given away during the awards dinner as part of the bingo raffle).

Prize Description: _____

Who will present *(optional)*: _____

## STEP SIX: Exhibit Representatives

Your exhibit booth fee includes two exhibit hall only booth representative badges. These badges do not include meeting registrations. Exhibit booth representatives must register as full meeting or single-day registrants at the prevailing rates in order to receive contact hours.

Additional booth representative badges can be purchased for $75 each and include access to the exhibit hall and AGT meals held in the exhibit hall during exhibit days. A Booth Representative Form will be provided to you approximately 6-8 weeks prior to the meeting for you to register your specific booth representatives and pay for any additional representatives. Please do not include payment for additional representatives with this form. Booth Representative Forms will be due to the Executive Office no later than Friday, May 8, 2015. All booth forms received after this date will be processed on-site. Change forms will also be available at this time for any company wishing to change their booth representatives after the deadline date.

## STEP SEVEN: Policies and Procedures

Please read the policies and procedures on page 9. I have read and understand and my company agrees to adhere to the policies and procedures listed in this document and will share this information with the company representative that will be on-site.

Signature _____

## STEP EIGHT: Total Fees

Total Exhibit Space Selection (step 4) $_____

**TOTAL PAYMENT ENCLOSED** $_____

## STEP NINE: Method of Payment

All funds MUST be submitted in U.S. funds on a U.S. bank. AGT does not accept purchase orders or invoice for services. **AGT Tax ID 94-2668057**

☐ Check made payable to AGT – check #_____

Charge payment to the following credit card:

☐ American Express ☐ VISA ☐ MasterCard ☐ Discover

_____

Credit Card Number Expiration Date

_____

Name as it appears on Card:

_____

Signature Date

## STEP TEN: Send in Your Application

**Fax:** Fax completed application form and credit card payment information to: 913-895-4652.

**Mail:** Mail completed application form and appropriate fees to:

AGT Executive Office
P.O. Box 19193
Lenexa, KS 66285

**Courier service only:**
AGT Executive Office
18000 W. 105th St.
Olathe, KS 66061

***Please DO NOT mail AND fax your application.***

**Exhibitor Questions:** Contact Aesha Beattle, CMP, at aesha.beattle@goAMP.com or 913-895-4907.

### RESERVATION DUE DATE:

- February 20, 2015 – Early Bird
- After February 20, 2015 – Booths are assigned
- April 3, 2015 – Deadline to submit logos and descriptions to be guaranteed in final meeting materials
- April 24, 2015 – Late Deadline
- After Deadline: Late rate plus $200 additional fee

# Policies & Procedures



Please sign the exhibit application form indicating you have read these policies and procedures. Please retain a copy for your records.

1. **Exhibit Representatives** Each exhibit booth includes two exhibit hall-only booth representative badges. These badges do not include meeting registrations. Exhibit booth representatives must register as full meeting or single-day registrants at the prevailing rates in order to receive continuing education. Additional booth representative badges may be purchased for $75 each. Exhibit hall-only badges receive access to the exhibit hall and meals held within the exhibit hall only.
2. **Assignment of Space** Booths will be assigned after February 20, 2015, upon a first-come, first-serve basis and based on sponsorship levels. Every effort will be made to respect the exhibitors' space choices whenever possible, but AGT's (hereafter known as "exhibit management") decisions shall be final. Exhibit management reserves the right to transfer assignments when such action is deemed to be in the best interests of the total exhibit effort.
3. **Payment** Full payment made payable to AGT is required with this contract. Mail to: AGT, P.O. Box 19193, Lenexa, KS 66285. For overnight service, mail to: AGT, 18000 W. 105th St., Olathe, KS 66061. All telephone inquiries: 913-895-4605, Fax 913-895-4652. International funds must be submitted in U.S. funds and drawn on a U.S. bank.
4. **Eligible Exhibits** Exhibit management reserves the right to determine the eligibility of any company or product for inclusion in the exposition.
5. **Refund for Cancellation** Should the exhibitor be unable to occupy and use the contracted exhibit space, exhibitor shall promptly notify exhibit management. All sums paid by the exhibitor, less a service charge of 50 percent, will be refunded after the meeting. No refund or cancellation will be made on or after May 2, 2015.
6. **Booth Equipment and Services** Includes the following: a 10'×10' deluxe booth consisting of polished aluminized telescopic frames with flameproof fabrics. Backdrops are 8' high. Side dividers are 3' high. A 7"×44" ID sign, indicating booth number and company name will be provided for all exhibitors. Show colors are blue and black.
7. **Contractor Service Information** In the best interest of the exhibitors, exhibit management has selected certain firms to serve as official contractors to provide various services to the exhibitors. It is agreed that the exhibitor will abide by and comply with rules and regulations concerning local unions having agreement with the exposition facility or with authorized contractors employed by show management.

   Complete information, instructions and schedule of prices regarding drayage, labor for erecting and dismantling, electrical work, furniture, cleaning, etc. will be included in the Exhibitors' Service Manual, to be forwarded after exhibit booth space has been confirmed. An Exhibitors' Service Center will be maintained on the exhibit floor until the opening of the exhibit hall to facilitate service requests from exhibitors.
8. **Security** Guard service will be provided by exhibit management during the hours the show is closed. However, each exhibitor should make provisions to safeguard his or her goods from the time they are placed in the booth until the time they are removed. AGT will not be responsible for loss or damage due to any cause. Do not leave laptop computers or other valuable equipment in the exhibit hall unattended; exhibit management will not be responsible for loss or damage.
9. **Booth Construction and Arrangement** Exhibits shall be arranged so as not to obstruct the general view nor hide or obstruct the exhibits of others. Plans for specially built displays not in accordance with regulations are to be submitted to exhibit management before construction is ordered.

   Regular and specially built back walls, including signs, may not exceed an overall height of 8'. The maximum booth height of 8' may extend out half the depth of the booth from the back wall. Height limitation of the display in the balance of the area is 3', except for product and equipment on display which in itself exceeds this height.
10. **No dismantling will be permitted before closing time.** It is expressly agreed by the exhibitor that in the event he or she fails to install his or her products in his or her exhibit space, or fails to pay the space rental at the time specified, exhibit management shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem proper.

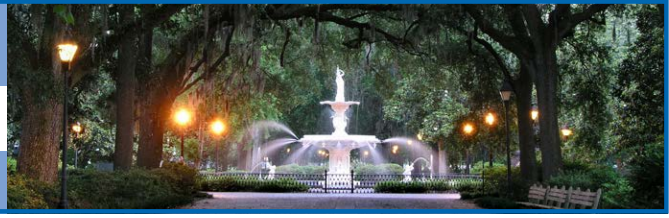
    Exhibitors must check-in and have booth set up by timelines given. Booth set-up will be forced at prevailing labor rates if exhibitor has not checked in at least 30 minutes prior to the set-up deadline. No exhibitor shall have the right prior to closing of exposition to pack or remove articles in exhibit. There are NO exceptions to this policy. There will be a $250 penalty for early dismantling.
11. **Use of Exhibit Space** Exhibitors agree not to assign or sublet any space allotted to them without written consent of exhibit management, nor to display or advertise goods other than those manufactured or carried by them in the regular course of business. No persons, firm or organization not having contracted with exhibit management for the occupancy of space in the exhibit will be permitted to display or demonstrate its products, processes or services, distribute advertising materials in the halls or corridors, or in any other way occupy or use the facilities for purposes inconsistent with these regulations.
12. **Exhibitor Representative** Each exhibitor must name at least one person to be his or her representative in connection with the installation, operation and removal of the exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the exhibitor shall be responsible. Names for representatives must be submitted by May 8, 2015.
13. **Restrictions** Exhibit management reserves the right to restrict exhibits which are objectionable because of noise, glaring or flashing lights, method of operation or any other reason, and also to prohibit or evict any exhibit which, in the opinion of exhibit management, may detract from the general character of the exhibition. This reservation includes persons, things, conduct, printed matter or anything exhibit management judges to be objectionable. In the event of such restriction or eviction, exhibit management is not liable for any refund of any amount paid hereunder. No display material exposing an unfinished surface to neighboring booths will be permitted.

    Demonstrations must be so located that crowds collected will be within the exhibitor's space, and not blocking aisles or neighboring exhibits. Contests of any kind must first be approved in writing by exhibit management.
14. **Exhibitor Activities** Company/Exhibitor agrees not to schedule or conduct any outside activity including, but not limited to, receptions, seminars, symposia and hospitality suites that are in conflict with the official program of the AGT, whether such activities are held at or away from the hotel, except with written approval of exhibit management.

    Company/Exhibitor will submit to exhibit management one Affiliate Group Events Form per meeting no later than April 3, 2015, detailing any program the exhibitor intends to hold at or in conjunction with the meeting.
15. **Responsibility** If the exhibitor fails to comply in any respect with the terms of this agreement, exhibit management shall have the right, without notice to the exhibitor, to offer said space to another exhibitor, or to use said space in any other manner. This shall not be construed as affecting the responsibility of the exhibitor to pay the full amount specified by the contract.
16. **Compliance** The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety, health, together with the rules and regulations of the operators and/or owners of the property wherein the exhibit is held. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules.
17. **Liability** AGT, the Hyatt Regency Savannah, and Applied Measurement Professionals, Inc., its agents or employees shall not be responsible for any loss, theft or damage to the property of the exhibitor, its employees or representatives. Further, exhibit management will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of the exhibit space by the exhibitor or his assigns, and the exhibitor shall indemnify and hold harmless exhibit management from all liability, which might ensue from any cause whatsoever; if the exhibitor's material fails to arrive, the exhibitor is nevertheless responsible for all amounts due hereunder. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Hyatt Regency Savannah and shall indemnify and hold harmless the hotel agents, servants and employees from any and all such losses, damages and claims.

    Exhibitors are advised to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person or property of others.
18. **Cancellation or Termination of Exposition** In the event that the premises where the exposition is to be held shall, in the sole determination of exhibit management, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, terrorism, act of God, fire or state of emergency declared by any government agency or by reason of any municipal, state or federal law or regulation or by reason of any other occurrence beyond the control of exhibit management, exhibit management may cancel or terminate the exposition.

    In the event of such cancellation or termination, the exhibitor waives any and all claims the exhibitor might have against exhibit management for damages or expenses and agrees to accept in complete settlement and discharge of all claims against exhibit management the exhibitor's prorated share of the total amount paid by all exhibitors less all costs and expenses incurred by exhibit management in connection with the exposition, including a reserve for future claims and expenses in connection therewith.
19. **Management** Exhibit management reserves the right to interpret, amend and enforce these regulations as it deems proper to assure the success of the exposition.



# Affiliate Group Events Form

## Due date: April 3, 2015

Please complete one form for each function requested.

All forms must be received by April 3, 2015, to be considered and booked.

Please Note: *Affiliate Group Events are not allowed to be scheduled during educational sessions.*

Company Name

Contact Name

Address

City

State Zip

Telephone Fax

Email

**Type of Event:**

☐ Meeting ☐ Hospitality Suite ☐ Other

**Preferred Date of Event:** _____

**Preferred Time of Event:** _____
Begin End

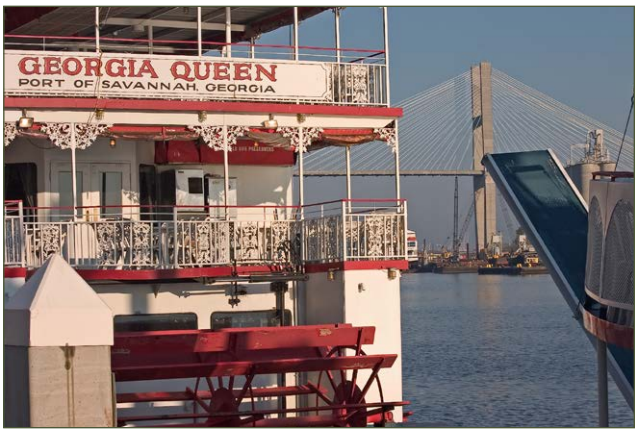
**Estimated Number of Attendees:** _____

**Type of Setup:**

☐ Classroom ☐ Rounds ☐ Theater
☐ Meeting ☐ Hollow Square ☐ U-Shape

**Name of Event:** _____

**Purpose of Event:** _____




Savannah photo courtesy of Savannah Convention & Visitors Bureau

## Annual Meeting Schedule

### Thursday, June 4

| | |
|---|---|
| Pre-Conference Workshops: | 8:00 a.m. – 5:00 p.m. |
| Welcome Reception: | 5:00 p.m. – 7:00 p.m. |

### Friday, June 5

| | |
|---|---|
| Educational Sessions: | 8:00 a.m. – 6:00 p.m. |

### Saturday, June 6

| | |
|---|---|
| Educational Sessions: | 8:00 a.m. – 5:30 p.m. |
| Awards Dinner: | 6:00 p.m. – 10:00 p.m. |

## Function Fee Schedule

The following fees apply to affiliate group meetings held in conjunction with the AGT 40th Annual Meeting at the Hyatt Regency Savannah in Savannah, Ga. Hospitality Suite prices vary according to hotel availability. All food and beverage will need to be planned with and purchased directly from the hotel. AGT is not responsible for advertising this event to its attendees.

Please email Christie Ross, AGT's Executive Director, at cross@goAMP.com for information on publicizing your event.

### Companies Exhibiting at the Meeting

| | |
|---|---|
| Less than 750 square feet | $400 |
| 750-1,500 square feet | $500 |

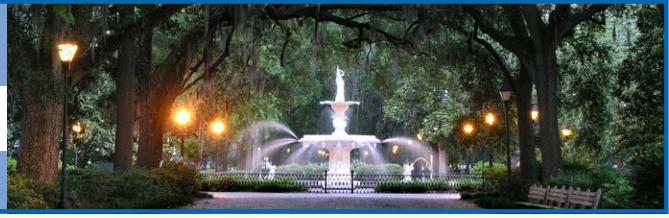
### Non-Exhibiting Company

| | |
|---|---|
| Any size room (subject to availability) | $1,550 |

Please email this form to the AGT Meeting Planner at aesha.beattle@goAMP.com.

When your event is approved and space availability is confirmed, you will be sent an email including payment information. Meeting space and hospitality suites will not be confirmed until payment is received. If function is cancelled, fees are non-refundable.

***Please note: based on space restrictions, we may not be able to accommodate your request. If space is unavailable during your requested date or time, we will provide you with an alternative.***



# AGT Job Fair

***Looking for the right person for the job? The AGT Job Fair is open to AGT meeting participants, area genetic technologists and students seeking employment opportunities.***

**Friday, June 5, 2015 ⬢ 6:00 p.m. – 7:00 p.m.**
**All forms must be received by April 24, 2015.**

## STEP ONE: Contact Information

Company Name: _____

Contact Name: _____

Street Address: _____

City, State, Country/Province, Zip: _____

Telephone: _____

Email: _____

## STEP TWO: Fees

☐ $100 Entry Fee for exhibiting companies

☐ $200 Entry Fee for non-exhibiting companies

Fee includes 6'×30" table (clothed and skirted) and two chairs

## STEP THREE: Method of Payment

All funds MUST be submitted from a U.S. bank in U.S. funds. AGT does not accept purchase orders or invoice for services.
**AGT Tax ID 94-2668057**

☐ Check made payable to AGT – check #_____

Charge payment to the following credit card:

☐ American Express ☐ VISA ☐ MasterCard ☐ Discover

_____
Credit Card Number Expiration Date

_____
Name as it appears on card

_____
Signature Date

## STEP FOUR: Send in Your Application

**Fax:** Fax completed form and credit card payment information to: 913-895-4652

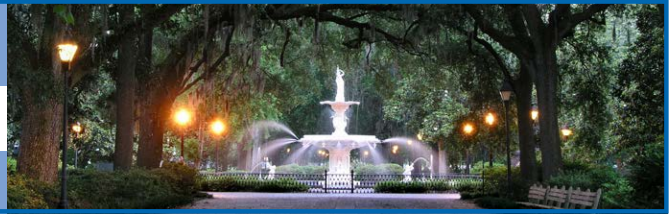
**Mail:** Mail completed application form and appropriate fees to:

AGT Executive Office
P.O. Box 19193
Lenexa, KS 66285

**Overnight:**
AGT Executive Office
18000 W. 105th St.
Olathe, KS 66061

***Please DO NOT mail AND fax this order form.***
**Questions:** AGT-info@goAMP.com or 913-895-4605.

Savannah photo courtesy of
Savannah Convention & Visitors Bureau



# Final Program Advertising

**Form and payment must be received by April 3, 2015.**

The Annual Meeting Final Program is the essential guide to the meeting. It contains information about workshops, scientific sessions, speakers, special events and includes abstracts. Meeting participants use the Final Program during the meeting and take it back to their laboratories for reference after the meeting. The Final Program provides an effective way to expand your presence at the meeting and to highlight your position in the marketplace.

| | Size (Trimmed Ad) | Size (Bleed Ad) | Rate (Black and White only) |
|---|---|---|---|
| Half-Page (horizontal) | 4" tall×5¼" wide | N/A | $500 |
| Full-Page | 8¼" tall×5¼" wide | 8¾" tall×5¾" wide | $800 |
| Cover | 8¼" tall×5¼" wide | 8¾" tall×5¾" wide | $1,200 |

## STEP ONE: Contact Information

Company Name

Contact Name

Address

City, State, Zip

Phone

Email

## STEP TWO: Selection

☐ $500 – half-page horizontal ad
☐ $800 – full-page ad
☐ $1,200 – cover ad

## STEP THREE: Method of Payment

All funds MUST be submitted on a U.S. bank in U.S. funds.
AGT does not accept purchase orders or invoice for services.
**AGT Tax ID 94-2668057**

☐ Check made payable to AGT – check #_____

Charge payment to the following credit card:
☐ American Express ☐ VISA ☐ MasterCard ☐ Discover

Credit Card Number Expiration Date

Name as it appears on Card:

Signature Date

## STEP FOUR: Send in Your Application

**Fax:** Fax completed form with credit card payment information to: 913-895-4652.

**Mail:** Mail completed form and appropriate fees to:

AGT Executive Office
P.O. Box 19193
Lenexa, KS 66285

**Courier service only:**
AGT Executive Office
18000 W. 105th St.
Olathe, KS 66061

*Please DO NOT mail AND fax your forms.*

## STEP FIVE: Submit Your Ad

**PDF Files:** Choose "press quality" for your Adobe PDF conversion setting. Edit the compatibility to be Acrobat 5.0 or higher.

**EPS Files:** Adobe CS6 or below. Convert all fonts to outlines.

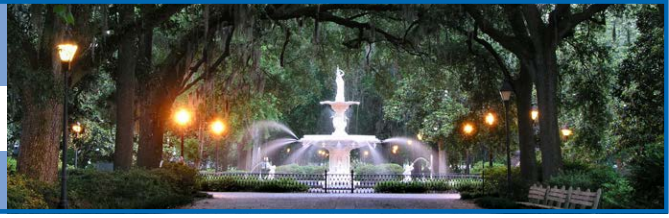
**TIF or JPG files:** Image files must be high resolution (at least 300 dpi)

Please send the final ad to AGT-info@goAMP.com no later than April 3, 2015. Please include a copy of the ad with your payment. Ads will not be placed if payment is not received.

*Please DO NOT mail AND fax your forms.*

**Questions:** AGT-info@goAMP.com or 913-895-4605.

Retain a copy of this form for your files.



# Hotel Information

**June 4-6, 2015**
**Hyatt Regency Savannah**
**Two West Bay St.**
**Savannah, GA 31401**
**912-238-1234**

**Click *here* to reserve your room online.**

**For Additional Reservation help, please call: 912-238-1234**

**Rate: $169; rate includes guestroom wireless internet**

**Deadline: May 4, 2015**

Hyatt Regency Savannah provides guests with opportunities to connect that satisfy and delight. From foods that feed the mind and body to inspiring spaces for conversation to gyms and spas for re-energizing, the Bay Street hotel combines gracious southern hospitality with contemporary services and amenities to get you to your next idea. Located on Bay Street, this Savannah riverfront hotel is situated near popular attractions like River Street, City Market, and Tybee Island also known as Savannah Beach. Stop by the Concierge Desk for maps, brochures, and other helpful information; they'll be happy to help with tickets, tours, reservations, and more. You can even reach out before you travel with their E-Concierge service and via Twitter @HyattConcierge.

Hotel description from Hyatt Regency Savannah's website.

**When making room reservations for your company's staff, please do not book more rooms than necessary. Holding a block of rooms that will be cancelled in the last month prior to the meeting may keep many attendees from staying at the headquarters hotel and cause the organization to lose revenue.**

# Transportation Information

To access the Hyatt Regency Savannah from the airport, we suggest the following methods of transportation to and from the hotel:

**TAXI:** approximately $25 + $3 for additional passengers.

**AMTRAK:** 15 Miles/10 minutes

Additionally, to help you get around Savannah during your stay, the following options offer convenient, local transportation:

**CHATHAM AREA TRANSIT (CAT)** is the local transit system. Each CAT fare costs you $1, and if you have to transfer buses, you will have to purchase another fare on the second bus for $1.

**DOWNTOWN SHUTTLE (dot):** complimentary shuttle service offering transportation throughout the Savannah Historic District. For route information, visit http://connectonthedot.com.

# Parking Information

For the convenience of the guests, Hyatt Regency Savannah is pleased to offer secure underground valet parking. There is also self-parking available at a nearby City of Savannah garage.

Valet Parking is $24 per night for standard cars and oversize vechiles/vans.*

Full in/out privileges as much as needed.

Self Parking is available in the Whitaker Street Garage at $16 per night. In/out privileges do not apply.

**Vans and oversized trucks are allowed with maximum height of van approximately 7½ feet. There is very limited space available for vans and oversized trucks.*